



CITY OF YELLOWKNIFE

TERMS OF REFERENCE **Aquatic Centre Advisory Committee**

Whereas, pursuant to Council Procedures By-law No. 4250, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Committee to be known as the “**AQUATIC CENTRE ADVISORY COMMITTEE**” with the following terms of reference:

INTRODUCTION

1. The City of Yellowknife (City), has been successful in securing funding in the amount of \$12,900,000 from the Building Canada Fund, Provincial-Territorial Infrastructure Component for the purpose of the development of an Aquatic Centre. A portion of this funding, in addition to funding through the City’s 2018 budget, will be utilized to carry out a public consultation process to determine the needs of stakeholders and the public. City Council has determined that an Aquatic Centre Advisory Committee will be established to provide input to Council regarding the development of the Centre.

BACKGROUND

2. The Ruth Inch Memorial Pool (RIMP) was opened to the public in August 1988. Since that time it has served the community and user groups in many aspects including swimming lessons, swim meets, public swims, corporate events, school activities, Arctic Winter Games and many, many other special events. RIMP is currently designated as a Regional Training Centre by the Northwest Territories Parks and Recreation Association.

The facility has been maintained to high standard of care to ensure that the full life expectancy of the many components are met or exceeded. The maintenance has achieved this goal in that the life expectancy has been exceeded. A facility assessment was carried out by an external engineering firm as well as an asset management plan and both have indicated the need to replace the facility.

3. In 2016 the City was invited to make an application for Federal Funding administered through the Government of the Northwest Territories (GNWT). The Building Canada Small Communities Fund has been made available to support the development of infrastructure projects in NWT communities. Through an application process the City was successful in obtaining a grant in the amount of \$12,900,000 to fund up to 75% of total eligible costs. The funding is 75%/25% matching funding. The anticipated cost of a new facility ranges between \$30M and \$60M.

SCOPE

4. The purpose of the Committee is to assist the City in an advisory capacity by making recommendations to Council through the appropriate Standing Committee of Council on issues relating to the development of an Aquatic Centre.
5. The role of the Committee, through the community consultation process, is to build consensus within the community on the current and future needs of the community relating to the development of an aquatic centre. The Committee will consider all aspects of the centre's development to ensure the economic viability of the centre is maximized. Further, the Committee shall use this information to provide guidance to Council on items to be considered in the development of the centre.

MEMBERSHIP

Composition:

7. The Aquatic Centre Advisory Committee shall consist of members appointed by Council and shall include the following members:
 - a. The **Mayor** of the City of Yellowknife - ex-officio, voting member;
 - b. One (1) Member of **City Council**;
 - c. One (1) representative from the **Yellowknife Polar Bear Swim Club**;
 - d. One (1) representative from a **Yellowknife Education District to represent all Districts**;
 - e. One (1) representative from the **NWT Recreation and Parks Association**;
 - f. Three (3) representatives from the **General Public to ensure diversity in representations**; (to ensure continuity a fourth (4th) representative from the public will be reserved for the **originally appointed Council member** should they not be re-elected during the 2018 Municipal General Election);
 - g. One (1) representative from an organization representing **Seniors**;
 - h. One (1) representative from a **Yellowknife Business**;
 - i. One (1) representative from the **Yellowknives Dene First Nation**;
 - j. One (1) **Youth** representative;
 - k. One (1) **Persons With Disabilities** representative;
 - l. City of Yellowknife, Senior Administrative Officer (non-voting);
 - m. City of Yellowknife, Director, Community Services (non-voting).
8. A member of City Administration shall provide administrative support to the Committee.
9. Other members of City Administration may attend meetings as deemed necessary.

10. The Committee shall be chaired by a member of City Council.
11. No Member may appoint an alternate to represent that Member and act on their behalf during absences.
12. In the event that a Member is unable or unwilling to continue to serve on the Committee, for whatever reason, the Member will inform City Administration of their resignation so that it can commence the process to have a new member appointed by City Council.
13. If any Member misses two (2) consecutive meetings without approval of the Committee, the Member shall be struck from the membership and replaced by Council.
14. Council may remove any member of the Committee for any good and sufficient cause.
15. Members shall serve from the commencement of the appointment until such time as the Committee has made recommendations to Council.

MEETINGS

16. The first meeting shall be called within 30 days of appointment of members to the Committee.
17. Regular meetings of the Committee shall be held monthly with the time and place to be determined by the Chair in consultation with the Committee. Special meetings of the Committee may be called at the request of the Chair.
18. A quorum of the Committee shall consist of a majority of the Members. Vacant positions do not count towards quorum.
19. The Chair may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
20. If, within 10 (ten) minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within four weeks of the terminated meeting.
21. The Committee may in accordance with the City of Yellowknife Council Procedures By-law, conduct all or a portion of any meeting during an in camera session to discuss issues that fall within the permitted categories if it is determined, by resolution, to be in the public interest to do so.
22. The motion to move to an in camera session must identify the general nature of the topics to be discussed during the in camera session.
23. All operational decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present. Recommendations specific to the development of the Aquatic Centre will be duly passed by a majority of its Members present and forwarded to Council through the Municipal Services Committee for consideration.
24. The rules of procedure for the Committee shall be governed by the City of Yellowknife Council Procedures By-law No. 4250 insofar as it may be applicable.

REMUNERATION

25. The Members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

FINANCE, ADMINISTRATION AND TECHNICAL SUPPORT

26. The Committee shall have no authority to expend or commit financial resources of the City of Yellowknife.
27. Administration shall, in cooperation with the Chair, prepare all meeting agendas and distribute them to Committee members at least five (5) days in advance of the meeting or as soon thereafter as is possible.
28. Administration shall prepare minutes of all meetings of the Committee and distribute them within one week to the Committee members.
29. Administration shall forward all minutes and recommendations of the Committee to the City Clerk for retention and forwarding to the appropriate Standing Committee of Council.

COMMUNICATIONS

30. City Committees are Committees appointed by the City of Yellowknife (through Council motion) and represent the City of Yellowknife.
31. Committee chairs are the spokespeople for City committees. If Administration is contacted in addition to committee chairs then the media response may be coordinated through City Administration.
32. All committee activities shall adhere to the City of Yellowknife Social Media Policy and Communications Policy (available through the Chair). These policies do not apply to elected officials, but apply to all other members appointed by the City of Yellowknife.
33. Use of the City's website, social media sites, electronic boards, Capital Update and other communication tools are available.
34. Communications Plans are prepared in partnership with the Policy, Communications and Economic Development Department.
35. Any advertising must adhere to the City's branding guidelines and be approved by the Policy, Communications and Economic Development Department.
36. Financial resources for the implementation of a communications plan shall form part of the communications plans.

REPORTING RELATIONSHIPS

37. The Committee shall make recommendations to the Municipal Services Committee regarding the development of the aquatic centre.
38. All communications from the Committee in relation to the public consultation process materials or media releases shall be reviewed by the Chair and forwarded to City Administration for review and approval prior to being published or released.

DUTIES

39. The Chair's responsibilities will be as follows:
 - a. Chair meetings;
 - b. Assist with agenda/meeting preparation in conjunction with the Administrative Support person;
 - c. Monitor attendance; contact members as necessary re: absences;
 - d. Vote in the case of a tie;
 - e. Represent the Committee when presenting recommendations to City Council for approval; and
 - f. Present a written and verbal annual report to the Municipal Services Committee.
40. The Committee's Members' responsibilities will be as follows:
 - a. To attend and participate in all meetings of the Committee;
 - b. To discuss issues pertaining to the Committee without breach of confidentiality; and
 - c. Where it deems advisable, to make recommendations, reached by the majority of its membership, to City Council.

CONFIDENTIALITY

41. Committee members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a Committee member.

TIMELINE

42. The term of the Committee will commence upon appointment of members until such time as the Committee has made recommendations to Council. The anticipated timeline for this process will be March to December 2018.

TERMINATION

43. The Committee shall be considered dissolved upon completion of their task or being otherwise dissolved by resolution of Council.
44. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.